

# 上海纽约大学教育发展基金会制度

## NYU Shanghai Education Development Foundation POLICY

**名称:** 印章及证书管理使用制度

**Title:** Seal and Registration Certificate Management and Usage Policy

**生效日期:** 2020年10月9日

**Effective Date:** October 9, 2020

**取代:** 不适用

**Supersedes:** Not Applicable

**发布授权人:** 理事长

**Issuing Authority:** Chairman

**负责人:** 秘书长

**Responsible Officer:** Secretary

**相关制度:** 无

**Related Policies:** None

### 第一章 总则

#### Chapter 1 General Provisions

**第一条** 为保障上海纽约大学教育发展基金会（以下简称“基金会”）的合法权益，加强对机构印章及证书的管理，保证印章及证书使用的合法性、权威性和可靠性，根据《基金会管理条例》等法律、法规规定，结合基金会实际情况，特制定印章及证书管理使用制度（下称“本制度”）。

**Article 1.** In order to protect the lawful rights and interests of NYU Shanghai Education Development Foundation (hereinafter referred to as the "Foundation"), strengthen the management of the Foundation's seals and certificates, and ensure the legality, authority and reliability of the use of seals and certificates, according to the "Foundation Management Regulations" and other laws and regulations, combined with the actual situation of the Foundation, the

Foundation therefore formulates a Seal and Registration Certificate Management and Usage Policy (hereinafter referred to as "the Policy").

## 第二章 印章管理及使用

### Chapter 2 The Management and Use of the Seal

**第二条** 本制度所指印章包括本基金会的公章、法定代表人印鉴，及基金会财务专用章。

**Article 2.** The Seals means the official seal of the Foundation, the seal of the Foundation's legal representative, and the Foundation's special financial seal.

**第三条** 基金会印章须按规定在基金会登记管理机关备案。

**Article 3.** The Seals of the Foundation must be filed with the foundation registration and management agency as required.

**第四条** 基金会印章应由专人负责保管，具体为：

1. 基金会公章、法定代表人印鉴由法定代表人指定专人负责保管；

2. 财务专用章由财务部门专人保管。

财务专用章与法定代表人印鉴应分开保管。

**Article 4.** The Seals of the Foundation shall be kept by dedicated person, specifically:

1. The official seal of the Foundation and the seal of the legal representative shall be kept by a person designated by the legal representative;

2. The special financial seal shall be kept by a dedicated person in Finance department.

The special financial seal and the seal of the legal representative shall be kept separately.

**第五条** 印章保管需有记录，注明印章名称、颁发部门、枚数、启用日期、保管人、图样等。印章移交需办理书面交接手续，签署移交证明，注明移交人、接受人、移交时间和图样等信息。

**Article 5.** The storage of Seals must be recorded, indicating the name of the Seal, issuing department, number of pieces, the start date of the usage, custodian, drawings, etc. The handover of Seals requires written transfer procedures, signed transfer

certificates, indicating the transferor, recipient, handover time, patterns and other information.

**第六条** 用印文件须经秘书长或文件相关负责人审批。其中，涉及合同或其他法律文件等重要事项需要使用印章的，需经上海纽约大学法务部审阅后方可盖章。

**Article 6.** The documents to be sealed must be approved by the Foundation's Secretary General or responsible person of the document. Among them, for important matters such as contracts or other legal documents that require the use of Seals, they must be reviewed by the Legal Department of NYU Shanghai before they can be sealed.

**第七条** 用印人需填写用印登记，载明用印时间、事由、份数等；印章保管人应对文件内容和载明的签署情况予以核对，经核对无误方可盖章，留存用印文档，并在用印登记单上签字。

**Article 7.** The user of the Seals shall fill in the seal registration form, stating the time, reason, number of copies, etc.; the seal custodian shall verify the content of the document and the execution status. The seal can only be stamped after verification and a copy of the sealed document shall be retained. The Seals custodian shall also sign on the seal registration form.

**第八条** 印章保管人需妥善保管印章，并做好印章管理档案记录和整理归档。任何人员不得未按本制度规定擅自使用印章。

**Article 8.** The Seals custodian shall properly keep the Seals, and maintain a record of Seals management files and archive the same as appropriate. No person shall use the Seals in violation of this Policy.

**第九条** 印章原则上不允许带出基金会，确因工作需要将印章带出使用的，应事先填写申请，载明用途、地点、时间、办事机构等，经秘书长批准后，方可带出。

**Article 9.** In principle, the Seals are not allowed to be taken out of the Foundation. If the Seals are taken out for use due to work needs, an application should be provided in advance, specifying the purpose, location, time, office, etc., and approved by the Secretary-General.

### 第三章 证书管理及使用

#### Chapter 3 The Management and Use of Certificates

**第十条** 本制度所指证书包括本基金会的法人登记证书正本及副本。

**Article 10.** The Certificates include the original and copy of the legal entity registration certificate.

**第十一条** 基金会的证书应由法定代表人指定专人负责保管。

**Article 11.** The Certificates of the Foundation shall be kept by a person designated by the legal representative of the Foundation.

**第十二条** 用证须经秘书长审批。用证人应填写用证登记，载明用证时间、事由。证书保管人员应对用证事由予以核对，确认无误后方可用证，并在用证登记单上签字。

**Article 12.** The use of Certificates must be approved by the Foundation's Secretary General. The user should fill in the registration form, specifying the time and reason for the use of the Certificates. The Certificates custodian shall verify the purpose, allow the usage after ensuring the accuracy, and sign the registration form.

**第十三条** 因工作需要使用基金会证书复印件的，须加盖基金会公章并在复印件上注明使用事由。

**Article 13.** If a copy of the Foundation Certificates is used for work, it must be stamped with the official seal of the Foundation and the reason for use shall be indicated on the copy.

**第十四条** 证书申办由基金会秘书处负责。证书到期或证书所载内容发生变更时，基金会应及时上报登记管理机关办理登记，更换证书。

**Article 14.** The Foundation's Office of the Secretary is responsible for Certificates application. When the Certificates expire or the content contained in the Certificates changes, the Foundation shall report to the registration management agency for registration and replacement of the respective Certificates in time.

**第十五条** 证书原则上不允许带出基金会。确因工作需要将证书带出使用的，应事先填写申请，载明用途、地点、时间、办事机构等，经秘书长批准后，方可外带使用。

**Article 15.** In principle, the Certificates are not allowed to be taken out of the foundation. If it is really necessary to take the Certificates out for use due to work, the application should be filled out in advance, specifying the purpose, location, time, office, etc., and approved by the Secretary-General.

#### 第四章 附则

#### Chapter 4 Additional Provisions

**第十六条** 本制度以中英文两种语言书写。如中英文版本产生歧义，以中文版为准。

**Article 16.** This Policy is written in both Chinese and English languages. In the event of a conflict between the two versions, the Chinese version shall prevail.

**第十七条** 本制度由基金会秘书处负责解释。

**Article 17.** This Policy shall be interpreted by the Foundation's Office of the Secretary.

**第十八条** 本制度自基金会理事会批准之日起生效并执行。

**Article 18.** This Policy shall come into effect upon approval by the Foundation's Board of Directors.